

Auditing Procedures Report

Issued under P.A. 2 of 1968, as amended and P.A. 71 of 1919, as amended.

Local Unit of Government Type <input type="checkbox"/> County <input type="checkbox"/> City <input checked="" type="checkbox"/> Twp <input type="checkbox"/> Village <input type="checkbox"/> Other		Local Unit Name Summerfield Township	County Clare
Fiscal Year End March 31, 2008	Opinion Date May 29, 2008	Date Audit Report Submitted to State August 4, 2008	

We affirm that:

We are certified public accountants licensed to practice in Michigan.

We further affirm the following material, "no" responses have been disclosed in the financial statements, including the notes, or in the Management Letter (report of comments and recommendations).

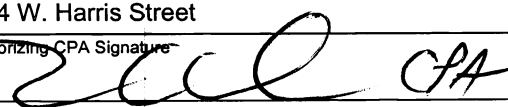
YES
NO

Check each applicable box below. (See instructions for further detail.)

1. ☒ ☐ All required component units/funds/agencies of the local unit are included in the financial statements and/or disclosed in the reporting entity notes to the financial statements as necessary.
2. ☒ ☐ There are no accumulated deficits in one or more of this unit's unreserved fund balances/unrestricted net assets (P.A. 275 of 1980) or the local unit has not exceeded its budget for expenditures.
3. ☒ ☐ The local unit is in compliance with the Uniform Chart of Accounts issued by the Department of Treasury.
4. ☒ ☐ The local unit has adopted a budget for all required funds.
5. ☒ ☐ A public hearing on the budget was held in accordance with State statute.
6. ☒ ☐ The local unit has not violated the Municipal Finance Act, an order issued under the Emergency Municipal Loan Act, or other guidance as issued by the Local Audit and Finance Division.
7. ☐ ☒ The local unit has not been delinquent in distributing tax revenues that were collected for another taxing unit.
8. ☒ ☐ The local unit only holds deposits/investments that comply with statutory requirements.
9. ☒ ☐ The local unit has no illegal or unauthorized expenditures that came to our attention as defined in the *Bulletin for Audits of Local Units of Government in Michigan*, as revised (see Appendix H of Bulletin).
10. ☒ ☐ There are no indications of defalcation, fraud or embezzlement, which came to our attention during the course of our audit that have not been previously communicated to the Local Audit and Finance Division (LAFD). If there is such activity that has not been communicated, please submit a separate report under separate cover.
11. ☐ ☒ The local unit is free of repeated comments from previous years.
12. ☒ ☐ The audit opinion is UNQUALIFIED.
13. ☒ ☐ The local unit has complied with GASB 34 or GASB 34 as modified by MCGAA Statement #7 and other generally accepted accounting principles (GAAP).
14. ☒ ☐ The board or council approves all invoices prior to payment as required by charter or statute.
15. ☒ ☐ To our knowledge, bank reconciliations that were reviewed were performed timely.

If a local unit of government (authorities and commissions included) is operating within the boundaries of the audited entity and is not included in this or any other audit report, nor do they obtain a stand-alone audit, please enclose the name(s), address(es), and a description(s) of the authority and/or commission.

I, the undersigned, certify that this statement is complete and accurate in all respects.

We have enclosed the following:	Enclosed	Not Required (enter a brief justification)	
Financial Statements	<input checked="" type="checkbox"/>		
The letter of Comments and Recommendations	<input type="checkbox"/>		
Other (Describe)	<input checked="" type="checkbox"/>	SAS 112 Letter; SAS 114 Letter	
Certified Public Accountant (Firm Name) Baird, Cotter and Bishop, P.C.		Telephone Number (231) 775-9789	
Street Address 134 W. Harris Street		City Cadillac	State MI
Zip 49601			
Authorizing CPA Signature 		Printed Name Michael D. Cool, C.P.A.	License Number 1101023146

SUMMERFIELD TOWNSHIP, CLARE COUNTY

HARRISON, MICHIGAN

MARCH 31, 2008

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601

PHONE: 231-775-9789 FAX: 231-775-9749

www.bcbcpa.com

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

MARCH 31, 2008

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PHONE: 231-775-9789 FAX: 231-775-9749
www.bcbcpa.com

May 29, 2008

INDEPENDENT AUDITORS' REPORT

To the Township Board
Summerfield Township
Clare County
Harrison, Michigan

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Summerfield Township, Clare County, Harrison, Michigan as of and for the year ended March 31, 2008, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Township's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of Summerfield Township, Clare County, Harrison, Michigan as of March 31, 2008, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The management's discussion and analysis on pages iii through viii and budgetary comparison information on page 19 are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management regarding the methods of measurement and presentation of the supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Summerfield Township, Clare County, Harrison, Michigan's basic financial statements. The individual fund financial statement is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED MARCH 31, 2008

Summerfield Township, a general law township located in Clare County has implemented the provisions of Governmental Accounting Standards Board Statement 34 (GASB 34). The Management's Discussion and Analysis, a requirement of GASB 34, is intended to be the Summerfield Township board's discussion and analysis of the financial results for the fiscal year ended March 31, 2008.

Financial Highlights

- ◆ The assets of the Township exceeded its liabilities at the close of the fiscal year by \$755,106. Of this amount, \$143,130 may be used to meet the Township's ongoing obligations to citizens and creditors.
- ◆ As of the close of the current fiscal year, the Township's governmental funds reported combined ending fund balances of \$491,397. About 29.12% is available for spending at the Township's discretion.
- ◆ The Township is not obligated under any long-term debt as of March 31, 2008.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the Township's basic financial statements. The Township's basic financial statements are comprised of three components. 1) government-wide financial statements, 2) fund financial statements and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements The *government-wide financial statements* are designed to provide readers with a broad overview of the Township's finances, in a manner similar to a private-sector business. These statements are calculated using full accrual accounting and more closely represent those presented by business and industry. The entire Township's assets and liabilities, both short and long-term, are reported. As such, these statements include capital assets, net of related depreciation.

The *Statement of Net Assets* presents information on all of the Township's assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position of the Township is improving or deteriorating.

The *Statement of Activities* presents information showing how the Township's net assets changed during the fiscal year. All changes in net assets are reported when the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in the future fiscal periods.

Both of the government-wide financial statements distinguish functions of the Township's that are principally supported by taxes and intergovernmental revenues (governmental activities) from functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities).

SUMMERFIELD TOWNSHIP, CLARE COUNTY
MANAGEMENT’S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED MARCH 31, 2008

Fund Financial Statements

The fund level statements are reported on a modified accrual basis in that only those assets that are “measurable” and “currently available” are reported. Liabilities are recognized to the extent they are normally expected to be paid with current financial resources.

Governmental Funds – Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on current sources and uses of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government’s near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statement, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government’s near-term financing decisions. Both the governmental funds balance sheet and the governmental fund statements of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

Proprietary Funds – Proprietary funds are used to report the same functions presented as business-type activities in the government-wide financial statements. The Township does not maintain any proprietary funds.

Notes to the Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other Information

In addition to the basic financial statements, this report further presents Required Supplementary Information (RSI) that explains and supports the information presented in the financial statements.

Government-Wide Financial Analysis

The Statement of Net Assets is the first statement in the Government-Wide Financial Statements section of this document. This statement is useful for providing an indicator of the Township’s financial position over time. The Net Assets of the Township were \$755,106 at March 31, 2008, meaning the Township’s assets were greater than its liabilities by this amount.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED MARCH 31, 2008

Summerfield Township
Net Assets as of March 31, 2008

	<u>Governmental Activities</u>
Assets	
Current Assets	\$ 491,946
Non Current Assets	
Capital Assets	330,220
Less: Accumulated Depreciation	66,511
Total Non Current Assets	263,709
Total Assets	\$ 755,655
Liabilities	
Current Liabilities	\$ 549
Net Assets	
Invested in Capital Assets	263,709
Restricted for Specific Purposes	348,267
Unrestricted	143,130
Total Net Assets	755,106
Total Liabilities and Net Assets	\$ 755,655

The most significant portions of the Township's Net Assets are cash and investment in capital assets (e.g. land, buildings, equipment, infrastructure, and others) less any related debt that is outstanding that the Township used to acquire the asset. The Township has \$143,130 in unrestricted Net Assets. These assets represent resources that are available for appropriation, but are limited by Township policies regarding their use.

At the end of the current fiscal year, the Township is able to report positive balances in all categories of net assets for the government as a whole, as well as for its separate governmental activities.

The total net assets of the Township increased by \$52,154 in this fiscal year, which is an indicator that the Township experienced positive financial growth during the year. As a result, the Township ended the fiscal year in better condition than when the year began.

The following table illustrates and summarizes the results of the change in the net assets for the Township. The condensed information was derived from the government-wide Statement of Activities.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED MARCH 31, 2008

Summerfield Township
Change in Net Assets
for the Fiscal Year Ended March 31, 2008

	<u>Governmental Activities</u>
<u>Revenues</u>	
Program Revenues	
Charges for Services	\$ 2,772
General Revenues	
Taxes and Assessments	90,921
Federal Grants	9,975
State Shared Revenue	33,321
Interest Earnings	13,233
Other	31,851
Total Revenues	<u>182,073</u>
<u>Expenses</u>	
Legislative	6,684
General Government	50,460
Public Safety	12,704
Public Works	43,852
Community and Economic Development	951
Recreational and Cultural	1,656
Other Functions	13,612
Total Expenses	<u>129,919</u>
Change in Net Assets	52,154
<u>NET ASSETS</u> - Beginning of Year	<u>702,952</u>
<u>NET ASSETS</u> - End of Year	<u><u>\$ 755,106</u></u>

Governmental Activities

During the fiscal year ended March 31, 2008, the Township's net assets increased by \$52,154. The majority of this increase represents the degree to which increases in ongoing revenue have outstripped similar increases in ongoing expenses. This is true despite the fact that GASB 34 now requires the Township to

SUMMERFIELD TOWNSHIP, CLARE COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED MARCH 31, 2008

maintain a record of annual depreciation expense and the accumulation of depreciation expense over time. The net increase in accumulated depreciation expense is a reduction in net assets.

The most significant portion of the revenue for all governmental activities of Summerfield Township comes from property taxes and special assessments. The Township levied 0.8743 mills for operating purposes and 1.9689 mills for road improvement and 0.7382 mills for fire protection. The Township also levied a special assessment for Garbage and Rubbish Collection.

State shared revenue is collected by the State of Michigan and distributed to local governments by formula allocation of portions of the State sales tax.

The Township's governmental activities expenses are dominated by two functions. Public Works expenses that total 33.75% of total expenses. The Township spent \$43,852 in fiscal year 2008 on Public Works expenses. General Government represented another large expense at \$50,460, or 38.84% of total expenses.

Business-Type Activities

The Township does not maintain any Business-Type Activities.

Financial Analysis of the Government's Funds

Governmental Funds The focus of Summerfield Township's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Township's financing requirement. In particular, unreserved fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

At the end of the current fiscal year, Summerfield Township's governmental funds reported combined ending fund balances of \$491,397. Approximately 29.13%, or \$143,130, constitutes unreserved fund balance. The remainder of the fund balance is reserved for specific purposes and is therefore not available for new appropriation. For example, the fund balance that is reserved for road improvements must be used for expenditures that relate to road improvements.

General Fund – The General Fund decreased its fund balance by \$11,451 which brings the fund balance to \$143,130. The General Fund's fund balance is unreserved. All of the General Fund's functions ended the year with expenditures below budgeted amounts except Board of Review. Taxes amounted to \$39,297. State shared revenues were collected in the amount of \$31,408.

Road Fund – The Road Fund increased its fund balance by \$33,819 which brings the fund balance to \$281,304. This balance is reserved and must be used for road improvements.

Fire Fund – The Fire Fund increased its fund balance by \$1,425 which brings the fund balance to \$16,418. This balance is reserved and must be used for fire protection.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR FISCAL YEAR ENDED MARCH 31, 2008

Garbage and Rubbish Collection Fund – The Garbage and Rubbish Collection Fund increased its fund balance by \$9,547 which brings the fund balance to \$50,545. This balance is reserved and must be used for garbage and rubbish collection.

Proprietary Fund – The Township does not maintain any proprietary funds.

Capital Assets and Debt Administration

Capital Assets. The Township's investment in capital assets for governmental activities as of March 31, 2008, amounted to \$263,709 net of accumulated depreciation.

Capital assets summarized below include any items purchased with a cost greater than \$1,000 individually and that have a useful life greater than one year. A summary of capital asset categories is illustrated below:

Summerfield Township
Capital Assets as of March 31, 2008

	Governmental Activities
Land and Land Improvements	\$ 53,507
Public Domain Infrastructure	183,125
Buildings	67,740
Equipment, Furniture, and Fixtures	25,848
	<hr/> 330,220
Less: Accumulated Depreciation	<hr/> (66,511)
Net Capital Assets	<hr/> \$ 263,709 <hr/>

Long-Term Debt. Summerfield Township has no obligation for any long-term debt as of March 31, 2008.

Economic Condition and Outlook

The unemployment rate is still high in the State of Michigan and the State's shortfall in the budget means potential reductions in state-shared revenues.

These factors were considered in preparing the Township's budgets for the 2008-09 fiscal year.

Request for Information

The financial report is designed to provide our citizens, customers, investors and creditors with a general overview of the Township's finances and to demonstrate the Township's accountability for the money it receives. If you have any questions about this report or need any additional information, contact Summerfield Township at 9971 N. Finley Lake Avenue, Harrison, Michigan 48625.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

STATEMENT OF NET ASSETS
MARCH 31, 2008

	<u>GOVERNMENTAL ACTIVITIES</u>
<u>ASSETS</u>	
<u>CURRENT ASSETS</u>	
Cash	\$ 376,521
Accounts Receivable	630
Taxes Receivable	7,390
Due from Other Governments	12,080
Due from Other Funds	95,325
	<hr/>
Total Current Assets	491,946
	<hr/>
<u>CAPITAL ASSETS</u>	
Land Improvements	53,507
Public Domain Infrastructure	183,125
Buildings	67,740
Equipment	25,848
	<hr/>
	330,220
Less: Accumulated Depreciation	66,511
Net Capital Assets	263,709
	<hr/>
TOTAL ASSETS	755,655
	<hr/>
<u>LIABILITIES</u>	
<u>CURRENT LIABILITIES</u>	
Accounts Payable	549
	<hr/>
<u>NET ASSETS</u>	
Invested in Capital Assets	263,709
Reserved for Road Improvements	281,304
Reserved for Fire Protection	16,418
Reserved for Garbage and Rubbish Collection	50,545
Unrestricted	143,130
	<hr/>
TOTAL NET ASSETS	\$ 755,106
	<hr/> <hr/>

The accompanying notes are an integral part of the financial statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

STATEMENT OF ACTIVITIES
YEAR ENDED MARCH 31, 2008

					NET (EXPENSES)
					REVENUES
					AND CHANGE
					IN NET ASSETS
					TOTAL
					GOVERNMENTAL
					ACTIVITIES
FUNCTIONS/PROGRAMS	EXPENSES	CHARGES FOR SERVICES	OPERATING GRANTS AND CONTRIBUTIONS	CAPITAL GRANTS AND CONTRIBUTIONS	
<u>PRIMARY GOVERNMENT</u>					
<u>GOVERNMENTAL ACTIVITIES</u>					
Legislative	\$ 6,684	\$ 0	\$ 0	\$ 0	\$ (6,684)
General Government	50,460	2,772	0	0	(47,688)
Public Safety	12,704	0	0	0	(12,704)
Public Works	43,852	0	0	0	(43,852)
Community and Economic Development	951	0	0	0	(951)
Recreation and Cultural	1,656	0	0	0	(1,656)
Other Functions	13,612	0	0	0	(13,612)
Total Governmental Activities	\$ 129,919	\$ 2,772	\$ 0	\$ 0	(127,147)
<u>GENERAL REVENUES</u>					
Taxes and Special Assessments					90,921
Federal Grants					9,975
State Grants					33,321
Interest Earnings					13,233
Other					31,851
Total General Revenues					179,301
Change in Net Assets					52,154
<u>NET ASSETS</u> - Beginning of Year					702,952
<u>NET ASSETS</u> - End of Year					\$ 755,106

The accompanying notes are an integral part of the financial statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY

HARRISON, MICHIGAN

GOVERNMENTAL FUNDS

BALANCE SHEET

MARCH 31, 2008

	GENERAL FUND	ROAD FUND	GARBAGE AND RUBBISH COLLECTION FUND	FIRE FUND	TOTALS
<u>ASSETS</u>					
Cash	\$ 110,928	\$ 243,757	\$ 19,495	\$ 2,341	\$ 376,521
Taxes Receivable	1,766	4,091	0	1,533	7,390
Accounts Receivable	630	0	0	0	630
Due from Other Governments	7,230	0	4,850	0	12,080
Due from Other Funds	23,125	33,456	26,200	12,544	95,325
Total Assets	<u>\$ 143,679</u>	<u>\$ 281,304</u>	<u>\$ 50,545</u>	<u>\$ 16,418</u>	<u>\$ 491,946</u>

LIABILITIES AND FUND BALANCE

LIABILITIES

Accounts Payable	\$ 549	\$ 0	\$ 0	\$ 0	\$ 549
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FUND BALANCE

Reserved for:

Road Maintenance	0	281,304	0	0	281,304
Garbage and Rubbish Collection	0	0	50,545	0	50,545
Fire Protection	0	0	0	16,418	16,418

Unreserved

Undesignated	143,130	0	0	0	143,130
Total Fund Balance	<u>143,130</u>	<u>281,304</u>	<u>50,545</u>	<u>16,418</u>	<u>491,397</u>

TOTAL LIABILITIES AND
FUND BALANCE

\$ 143,679	\$ 281,304	\$ 50,545	\$ 16,418	\$ 491,946
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The accompanying notes are an integral part of the financial statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE BALANCE SHEET TO THE STATEMENT OF NET ASSETS
MARCH 31, 2008

Total Fund Balances for Governmental Funds	\$ 491,397
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Amounts Reported for Governmental Activities in the
Statement of Net Assets are Different Because:

Capital assets used in governmental activities are not
financial resources and therefore are not reported in the funds.

Buildings	\$ 67,740	
Land Improvements	53,507	
Public Domain Infrastructure	183,125	
Machinery and Equipment	25,848	
Accumulated Depreciation	(66,511)	263,709
		<hr/>

NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u>\$ 755,106</u>
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The accompanying notes are an integral part of the financial statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE

YEAR ENDED MARCH 31, 2008

	GENERAL FUND	ROAD FUND	GARBAGE AND RUBBISH COLLECTION FUND	FIRE FUND	TOTALS
<u>REVENUES</u>					
Taxes	\$ 39,297	\$ 37,546	\$ 0	\$ 14,078	\$ 90,921
Federal Grants	5,147	4,828	0	0	9,975
State Grants	31,408	1,913	0	0	33,321
Charges for Services	2,364	0	408	0	2,772
Interest and Rents	5,372	7,810	0	51	13,233
Other Revenues	801	0	31,050	0	31,851
Total Revenues	84,389	52,097	31,458	14,129	182,073
<u>EXPENDITURES</u>					
Legislative	6,684	0	0	0	6,684
General Government	72,937	0	0	0	72,937
Public Safety	0	0	0	12,704	12,704
Public Works	0	18,278	21,911	0	40,189
Community and Economic Development	951	0	0	0	951
Recreation and Cultural	1,656	0	0	0	1,656
Other Functions	13,612	0	0	0	13,612
Total Expenditures	95,840	18,278	21,911	12,704	148,733
Net Change in Fund Balance	(11,451)	33,819	9,547	1,425	33,340
<u>FUND BALANCE</u> - Beginning of Year	154,581	247,485	40,998	14,993	458,057
<u>FUND BALANCE</u> - End of Year	\$ 143,130	\$ 281,304	\$ 50,545	\$ 16,418	\$ 491,397

The accompanying notes are an integral part of the financial statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

GOVERNMENTAL FUNDS

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES
IN FUND BALANCES TO THE STATEMENT OF ACTIVITIES
MARCH 31, 2008

Net Change in Fund Balances - Total Governmental Funds	\$ 33,340
Amounts reported for governmental activities are different because:	
Governmental funds report capital outlay as expenditures in the statement of activities. These costs are allocated over their estimated useful lives as depreciation.	
Depreciation Expense	(8,398)
Capital Outlay	<u>27,212</u>
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>\$ 52,154</u></u>

The accompanying notes are an integral part of the financial statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

STATEMENT OF FIDUCIARY NET ASSETS AND LIABILITIES
MARCH 31, 2008

	<u>AGENCY FUNDS</u>
<u>ASSETS</u>	
Cash	<u>\$ 213,520</u>
 <u>LIABILITIES</u>	
Due to Other Funds	95,325
Due to Other Organizations and Individuals	764
Due to Other Governments	<u>117,431</u>
Total Liabilities	<u>\$ 213,520</u>

The accompanying notes are an integral part of the financial statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

I. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Reporting Entity

Summerfield Township is a general law township located in Clare County which operates under the direction of an elected township board. Under the criteria established by accounting principles generally accepted in the United States of America, the Township has determined that there are no component units which should be included in its reporting entity.

B. Government-wide and Fund Financial Statements

Statement No. 34 establishes standards for external financial reporting for state and local governments and requires that resources be classified for accounting and reporting purposes into the following three net asset categories.

Invested in Capital assets, net of related debt consists of capital assets, net of accumulated depreciation and reduced by outstanding balances for bonds, notes, and other debt that are attributed to the acquisition, construction, or improvement of those assets.

Restricted net assets result when constraints placed on net asset use are either externally imposed by creditors, grantors, and contributions, or imposed by law through constitutional provisions or enabling legislation.

Unrestricted net assets consist of net assets which do not meet the definition of the two preceding categories.

The government-wide financial statements (i.e., the statement of net assets and the statement of changes in net assets) report information on all of the non-fiduciary activities of the government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

The government-wide focus is more on the sustainability of the Township as an entity and the change in aggregate financial position resulting from the activities of the fiscal period. The fund financial statements are similar to the financial statements presented in the previous financial reporting model.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

C. Measurement Focus, Basis of Accounting and Basis of Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Property taxes, licenses, interest and special assessments associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Only the portion of special assessment receivables due within the current period is considered to be susceptible to accrual as revenue of the current period. Sales taxes collected and held by the state at year end on behalf of the government are also recognized as revenue. All other revenue items are considered to be measurable and available only when cash is received by the government.

Entitlements and shared revenues are recorded at the time of receipt or earlier if the susceptible to accrual criteria are met. Expenditure-driven grants are recognized as revenue when the qualifying expenditures have been incurred and all other grant requirements have been met.

The accounts of the Township are organized on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds are maintained consistent with legal and managerial requirements.

Summerfield Township reports the following major governmental funds:

The *General Fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The *Road Fund* accounts for revenue sources that are legally restricted to expenditure for road maintenance.

The *Garbage and Rubbish Collection Fund* receives revenues from a special assessment on the tax roll to finance the cost of operating a transfer station for the collection of trash and garbage.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

The *Fire Fund* accounts for revenue sources that are legally restricted to expenditures for fire protection and safety.

Additionally, Summerfield Township reports the following fund types:

Agency funds are custodial in nature and do not present results of operations or have a measurement focus. Agency funds are accounted for using the modified accrual basis of accounting. These funds are used to account for assets that the Township holds for others in an agency capacity.

Private-sector standards of accounting and financial reporting issued prior to December 1, 1989, generally are followed in both the government-wide and proprietary fund financial statements to the extent that those standards do not conflict with or contradict guidance of the Governmental Accounting Standards Board. Governments also have the option of following subsequent private-sector guidance for their business-type activities and enterprise funds, subject to this same limitation. The government has elected not to follow subsequent private-sector guidance.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements. Exceptions to this general rule are payments-in-lieu of taxes and other charges between the other functions of the government. Elimination of these charges would distort the direct costs and program revenues reported for the various functions involved. Amounts reported as program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided, 2) operating grants and contributions, and 3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as general revenues rather than as program revenues. Likewise, general revenues include all taxes.

When both restricted and unrestricted resources are available for use, it is the Township's policy to use the restricted resources first, then unrestricted resources as they are needed.

D. Assets, Liabilities and Equity

1. Deposits and Investments

The Township's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from date of acquisition.

The investment policy adopted by the Township states that the treasurer may invest Township funds in certificates of deposit, savings accounts, deposit accounts, or depository receipts of a bank but only if the bank, savings and loan association, or credit union meets all criteria as a depository of public funds contained in state law.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

2. *Receivables and Payables*

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as "due to/from other funds."

All trade and property tax receivables are shown net of an allowance for uncollectibles. Property taxes attach as an enforceable lien on the property as of the date they are levied. State education taxes and county taxes are levied and due July 1, and become delinquent after September 14. The remaining millages are levied and due December 1, and become delinquent after February 14. Collections of taxes and remittances of them are accounted for in the Current Tax Collection Fund. Township property tax revenues are recognized when they become both measurable and available for use to finance Township operations. Amounts which are not expected to be collected within sixty days are treated as deferred revenues.

The 2007 taxable valuation of Summerfield Township totaled \$18,984,794 on which ad valorem taxes levied consisted of 0.8743 mills for Summerfield Township operating purposes, 1.9689 mills for Summerfield Township road maintenance and 0.7382 mills for Summerfield Township fire protection. The levies raised approximately \$16,598 for operating purposes and \$37,379 for road maintenance and \$14,015 for fire protection.

3. *Inventories and Prepaid Items*

Inventories are not significant and are expensed as acquired.

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items.

4. *Capital Assets*

Capital assets, which include property, plant, equipment, and infrastructure assets (e.g., roads, bridges, sidewalks, and similar items), are reported in the applicable columns in the government-wide financial statements. Capital assets are defined by the government as assets with an initial, individual cost of more than \$1,000 (amount not rounded) and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

Property, plant and equipment of the primary government are depreciated using the straight line method over the following estimated useful lives:

<u>ASSETS</u>	<u>YEARS</u>
Buildings	50
Building Improvements	10-20
Land Improvements	20
Public Domain Infrastructure	50
Vehicles	10
Equipment and Furniture	5-10

5. Long-term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities. Bond premiums and discounts, as well as issuance costs, are amortized over the life of the bonds using the effective interest method. Bond issuance costs are reported as deferred charges and amortized over the term of the related debt.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, as well as bond issuance costs, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses. Issuance costs, whether or not withheld from the actual debt proceeds received, are reported as debt service expenditures.

6. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

7. Use of Estimates

The presentation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

II. STEWARDSHIP, COMPLIANCE AND ACCOUNTABILITY

A. Budgetary Information

The annual budget is adopted on the modified accrual basis in accordance with the requirements of Michigan Public Act 621 of 1978 "The Uniform Budgeting and Accounting Act". A public hearing is held to obtain taxpayer comments. Appropriations lapse at year end. Budget amounts are as originally adopted on April 28, 2007, or as amended by the Township Board from time to time throughout the year.

The appropriated budget is prepared by fund and activity. The Township Board exercises budgetary control over expenditures.

Encumbrance accounting, under which purchase orders, contracts and other commitments for expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by the Township because it is, at present, not considered necessary to assure effective budgetary control or to facilitate effective cash planning and control.

III. DETAILED NOTES ON ALL FUNDS

A. Deposits and Investments

The Township's deposits are all on deposit with Chemical Bank Clare in Clare, Michigan and National City Bank in Harrison, Michigan.

Investment rate risk. The Township will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by; structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and investing operating funds primarily in shorter-term securities, liquid asset funds, money market mutual funds, or similar investing pools and limiting the average maturity in accordance with the Township's cash requirement.

Foreign currency risk. The Township is not authorized to invest in investments, which have this type of risk.

Credit risk. The Township will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by; limiting investments to the types of securities listed in the Township's investment policy; and pre-qualifying the financial institutions, brokers/dealer, intermediaries and advisors with which the Township will do business in accordance with the Township's investment policy.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

Concentration of credit risk. The Township will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Township's investment in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

Custodial credit risk – deposits. In the case of deposits, this is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of March 31, 2008, \$274,882 of the government's bank balance of \$538,077 was exposed to custodial credit risk because it was uninsured and uncollateralized.

Custodial credit risk – investments. For an investment, this is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Township's investments are categorized to give an indication of the level of risk assumed by the Township at year end. Category 1 includes investments that are insured or registered, or securities held by the Township or the Township's agent in the Township's name. Category 2 includes investments that are uninsured and unregistered with securities held by the counterparty's trust department or its agent in the Township's name. Category 3 includes investments that are uninsured and unregistered, with the securities held by the counterparty, or by its trust department or its agent but not in the Township's name. At year end, the Township held no investments.

B. Receivables

Receivables as of year end for the government's individual major funds are as follows:

	General	Road	Fire	Garbage and Rubbish Collection	Total
Receivables					
Accounts	\$ 630	\$ 0	\$ 0	\$ 0	\$ 630
Taxes	1,766	4,091	1,533	0	7,390
Due from Other Governments	7,230	0	0	4,850	12,080
	<u>\$ 9,626</u>	<u>\$ 4,091</u>	<u>\$ 1,533</u>	<u>\$ 4,850</u>	<u>\$ 20,100</u>

The allowance for doubtful accounts is not considered to be material for disclosure. As a result, its uncollectible accounts are virtually nil.

Governmental funds report deferred revenue in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period. Governmental funds also defer revenue recognition in connection with resources that have been received, but not yet earned. At the end of the fiscal year, the Township did not have any deferred revenue.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

C. Capital Assets

Primary Government

	Beginning Balance	Increases	Decreases	Ending Balance
<u>Governmental activities</u>				
Capital assets, being depreciated				
Buildings	\$ 67,740	\$ 0	\$ 0	\$ 67,740
Land Improvements	37,024	17,483	(1,000)	53,507
Public Domain Infrastructure	183,125	0	0	183,125
Machinery and Equipment	16,119	9,729	0	25,848
Total capital assets, being depreciated	304,008	27,212	(1,000)	330,220
Less accumulated depreciation for:				
Buildings	31,454	1,354	0	32,808
Land Improvements	9,675	2,560	(1,000)	11,235
Public Domain Infrastructure	7,999	3,663	0	11,662
Machinery and Equipment	9,985	821	0	10,806
Total accumulated depreciation	59,113	8,398	(1,000)	66,511
Governmental activities capital assets, net	\$244,895	\$ 18,814	\$ 0	\$263,709

Depreciation expense was charged to functions/programs of the primary government as follows:

Governmental activities:

General Government	\$ 4,735
Public Works	3,663
	<u>\$ 8,398</u>

Construction Commitments:

The government has no outstanding construction commitments as of March 31, 2008.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

D. Interfund Receivables, Payables and Transfers

Individual fund interfund receivable and payable balances at March 31, 2008, were:

Fund	INTERFUND RECEIVABLES DUE FROM'S	INTERFUND PAYABLES DUE TO'S
General Fund	\$ 23,125	\$ 0
Special Revenue Funds		
Road Fund	33,456	0
Fire Fund	12,544	0
Garbage and Rubbish Collection Fund	26,200	0
Fiduciary Funds		
Current Tax Collection Fund	0	95,325
	<u>\$ 95,325</u>	<u>\$ 95,325</u>

All remaining balances resulted from the time lag between the dates that (1) interfund goods and services are provided or reimbursable expenditures occur, (2) transactions are recorded in the accounting system, and (3) payments between funds are made. All are expected to be resolved within one year.

There were no transfers between funds during the year.

E. Long-Term Debt

At March 31, 2008, the Township was not obligated for any long-term debt.

F. Fund Balance Reserves

In order to comply with generally accepted accounting principles and meet certain legal requirements, the Township has reserved fund balances in various funds. These reserves are detailed in the following schedule:

FUND BALANCE/NET ASSETS

Reserved	
Special Revenue Funds	
Road Fund	\$ 281,304
Fire Fund	16,418
Garbage and Rubbish Collection Fund	50,545
TOTAL FUND BALANCE/NET ASSETS RESERVES	<u>\$ 348,267</u>

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

G. Fire Protection Contract

An agreement was entered into between the City of Harrison and the Township for fire protection. The Township paid \$12,704 to the City for fire protection for the year.

IV. OTHER INFORMATION

A. Risk Management

The Township is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters. The Township participates in a pool of municipalities within the State of Michigan for self-insuring property and casualty, crime, general liability, workers compensation insurance and errors and omissions insurance. The Township pays annual premiums to the pool for the respective insurance coverage. In the event the pool's total claims and expenses for a policy year exceed the total normal annual premiums for said years, all members of the specific pool's policy year may be subject to special assessments to make up the deficiency. The Township has not been informed of any special assessments being required for the current year or the three prior years.

The Township continues to carry insurance for other risks of loss, including fidelity bonds.

B. Retirement Plan

The Township has a defined contribution pension plan with Municipal Retirement Systems, Inc. which covers Township employees who have satisfied the eligibility requirements. Each employee becomes eligible for coverage on the first policy anniversary date which the employee reaches age 18. An employee's normal retirement age is age 65 or the 5th anniversary of the first day of the plan year in which participation in the plan commenced.

The formula for determining contributions is based on an employee's annual compensation. Annual compensation is based on compensation which coincides with the calendar year coinciding with or ending within the plan year. Plan year is September 20th to September 19th of the following year. The Township has elected to contribute 6% of compensation to the plan annually with each employee matching that 6%. Past service credit is calculated as 3% of current compensation for each year of past service to a maximum of 10 years.

Township contributions to the plan for 2007-2008 amounted to \$1,988. In addition, the Township paid a \$190 service fee.

Total wages for those covered under the plan was \$28,655 and total wages for all employees including non-covered payroll was \$30,841.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN

NOTES TO FINANCIAL STATEMENTS
MARCH 31, 2008

C. Property Tax Administration Fee

The Township passed a resolution to charge a 1% administration fee on all ad valorem taxes levied. Also, a late penalty fee of 3% shall be added after February 14th and shall terminate on the last day of February. The resolution is to continue in force and effect until revoked by the township board.

The Township has determined that authorized costs of tax collection will be repeatedly in excess of the revenue generated by the administration fee so that a restricted earnings account is not reflected in these statements.

SUMMERFIELD TOWNSHIP, CLARE COUNTY
HARRISON, MICHIGAN
REQUIRED SUPPLEMENTARY INFORMATION
BUDGETARY COMPARISON SCHEDULE
MAJOR GOVERNMENTAL FUNDS
YEAR ENDED MARCH 31, 2008

	GENERAL FUND			ROAD FUND			GARBAGE AND RUBBISH COLLECTION FUND			FIRE FUND		
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL
<u>REVENUES</u>												
Taxes	\$ 36,237	\$ 36,237	\$ 39,297	\$ 35,853	\$ 35,853	\$ 37,546	\$ 0	\$ 0	\$ 0	\$ 13,440	\$ 13,440	\$ 14,078
Federal Grants	2,500	2,500	5,147	0	0	4,828	0	0	0	0	0	0
State Grants	32,382	32,382	31,408	0	0	1,913	0	0	0	0	0	0
Charges for Services	2,000	2,000	2,364	0	0	0	0	0	408	0	0	0
Interest and Rents	1,400	1,400	5,372	0	0	7,810	0	0	0	0	0	51
Other Revenues	1,500	1,500	801	0	0	0	30,800	30,800	31,050	0	0	0
Total Revenues	76,019	76,019	84,389	35,853	35,853	52,097	30,800	30,800	31,458	13,440	13,440	14,129
<u>EXPENDITURES</u>												
Legislative												
Township Board	13,319	13,059	6,684	0	0	0	0	0	0	0	0	0
General Government												
Supervisor	6,500	6,100	5,971	0	0	0	0	0	0	0	0	0
Clerk	6,800	6,400	6,227	0	0	0	0	0	0	0	0	0
Board of Review	1,100	1,100	1,153	0	0	0	0	0	0	0	0	0
Treasurer	6,500	6,100	5,971	0	0	0	0	0	0	0	0	0
Assessor	8,500	9,310	9,153	0	0	0	0	0	0	0	0	0
Election	1,000	1,450	1,428	0	0	0	0	0	0	0	0	0
Building and Grounds	11,000	37,706	35,925	0	0	0	0	0	0	0	0	0
Cemetery	2,000	7,200	7,109	0	0	0	0	0	0	0	0	0
Public Safety	0	0	0	0	0	0	0	0	0	13,440	13,440	12,704
Public Works	0	0	0	35,853	35,853	18,278	30,800	30,800	21,911	0	0	0
Community and Economic Development												
Planning and Zoning	2,750	1,100	951	0	0	0	0	0	0	0	0	0
Recreation and Cultural												
Parks and Recreation	2,500	2,500	1,656	0	0	0	0	0	0	0	0	0
Other Functions	14,050	14,440	13,612	0	0	0	0	0	0	0	0	0
Contingency	0	0	0	0	0	0	0	0	0	0	0	0
Total Expenditures	76,019	106,465	95,840	35,853	35,853	18,278	30,800	30,800	21,911	13,440	13,440	12,704
Net Change in Fund Balance	0	(30,446)	(11,451)	0	0	33,819	0	0	9,547	0	0	1,425
<u>FUND BALANCE</u> - Beginning of Year	0	30,446	154,581	0	0	247,485	0	0	40,998	0	0	14,993
<u>FUND BALANCE</u> - End of Year	\$ 0	\$ 0	\$ 143,130	\$ 0	\$ 0	\$ 281,304	\$ 0	\$ 0	\$ 50,545	\$ 0	\$ 0	\$ 16,418

Baird, Cotter and Bishop, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

134 WEST HARRIS STREET CADILLAC, MICHIGAN 49601
PHONE: 231-775-9789 FAX: 231-775-9749
www.bcbcpa.com

May 29, 2008

COMMUNICATION WITH THOSE CHARGED WITH GOVERNANCE

To the Township Board
Summerfield Township
Clare County
Harrison, Michigan

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Summerfield Township for the year ended March 31, 2008, and has issued our report thereon dated May 29, 2008. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 8, 2008, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by Summerfield Township are described in Note I to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2007-08. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. No material misstatements were noted. We did propose several adjusting journal entries that were accepted and recorded by management.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated May 29, 2008.

Other Audit Findings or Issues

During the course of our audit of the basic financial statements of Summerfield Township for the year ended March 31, 2008, we noted the following list of items which we feel deserve comment:

Property Tax Administration Fee

The Township is charging a 1% property tax administration fee. The Township has determined that authorized costs of tax collection will be repeatedly in excess of revenue generated by the administration fee but has not formally taken action to write off this loss. We recommend that the Township keep subsidiary records which reflect property tax administration fee collections and costs and that the board pass a motion to write off the loss annually.

Property Tax Disbursements

During our examination we noted that disbursements of taxes collected were not being made within 10 days of the 1st and 15th of the month and that disbursements did not include all collections made up to that point. The State of Michigan requires that taxes be disbursed within 10 days of the 1st and 15th of the month and that disbursements should include all collections made up to that point. We recommend that the Township implement a procedure to disburse all tax collections made up to that point within 10 days of the 1st and 15th of the month.

Property Tax Account Procedures

We noted that the property tax administration fees and summer tax collection fees being collected by the Township are not being disbursed from the tax account to the general fund. Further, we noted that postage and supplies related to tax collection is being purchased from the tax account. Property tax administration fees and summer tax collection fees should be disbursed to the general fund. Also, postage and supplies related to tax collection should be disbursed from the general fund. We recommend that the Township implement these procedures immediately.

Transfer Station Cash Collection Procedures

We recommend that the Township evaluate its cash collection procedures at the Transfer Station. Currently, the internal controls over cash collections are inadequate to determine if the proper amount of fees have been collected by the Township. One method to improve the internal controls would be for each resident to sign a log sheet at the transfer station indicating the date of drop off and the number of bags dropped off and the amount paid to the township attendant. When determining whether to implement additional internal controls, the Township must weigh the cost of increased controls versus the perceived benefit to be derived from the control. Sometimes the cost of implementation is more than the benefit. At a minimum, it is important for the Township Board to remain aware of potential internal control deficiencies and always look for ways to mitigate risk.

Cemetery Lot Sales

We recommend the Township continue in its quest to improve recordkeeping relating to the Cemetery. This process should include consideration of recordkeeping relating to cemetery lot sales. A deed book should be maintained and periodically reconciled to the general ledger to ensure lot sales are properly recorded in the Township's records.

Credit Card Use Policy

Public Act 266 of 1995 requires the Township to adopt a written policy governing the use of "charge cards" used by the Township. The Staples "charge card" would fall under this policy. A sample policy is available at the Michigan Township Association website.

Budgeting

The Public Act 621 states that the budget document that the Township adopts include the following financial information:

- The actual results from the prior year;
- An estimate of the current year results;
- The proposed budget for the upcoming year; and
- Amounts and contingencies, if appropriate.

The amount of fund balance accumulated through the end of the current year, and the amount expected at the end of the upcoming year, after applying the budgeted receipts and disbursements.

The Township Board is also responsible for amending the budget during the year to allow for expenditures in excess of original appropriations, or to reduce appropriations if it appears the actual expenditures will be much less than originally appropriated.

The adoption of the budgets for each fund should be clearly noted in the board minutes, as well as any amendments to the budget throughout the year.

This communication is intended solely for the information and use of the Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.

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PHONE: 231-775-9789 FAX: 231-775-9749

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May 29, 2008

To the Township Board
Summerfield Township
Clare County
Harrison, Michigan

In planning and performing our audit of the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Summerfield Township, Clare County, Harrison, Michigan as of and for the year ended March 31, 2008, in accordance with auditing standards generally accepted in the United States of America, we considered Summerfield Township's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the governmental unit's internal control. Accordingly we do not express an opinion on the effectiveness of the governmental unit's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. However, as discussed below, we identified certain deficiencies in internal control that we consider to be significant deficiencies and other deficiencies that we consider to be material weaknesses.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or a combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control. We consider the following deficiencies to be significant deficiencies in internal control:

1) Lack of Segregation of Duties

The relatively small number of people involved in the accounting functions of the Township and the design of the accounting system as developed by the state make it difficult to adequately segregate duties. Segregation of accounting duties is a fundamental method of strengthening internal control. However, in deciding what internal control procedures should be implemented, the Board must consider the costs of implementing them and weigh those costs against the benefits to be derived from their implementation.

2) Lack of Adequate Controls to Produce Full Disclosure GAAP Basis Financial Statements.

All Michigan governments are required to prepare financial statements in accordance with generally accepted accounting principals (GAAP). This is a responsibility of the government's management. The preparation of financial statements in accordance with GAAP requires internal controls over both (1) recording, processing, and summarizing accounting data (i.e., maintaining internal books and records), and (2) reporting government-wide and fund financial statements, including the related footnotes (i.e., external financial reporting).

As is the case with many smaller and medium-sized entities, the government has historically relied on its independent external auditors to assist in the preparation of the government-wide financial statements and footnotes as part of its external financial reporting process. Accordingly, the government's ability to prepare financial statements in accordance with GAAP is based, in part, on its reliance on its *external* auditors, who cannot by definition be considered a part of the government's *internal* controls.

This condition was caused by the government's decision that it is more cost effective to outsource the preparation of its annual financial statements to the auditors than to incur the time and expense of obtaining the necessary training and expertise required for the government to perform this task internally. As a result of this condition, the government lacks internal controls over the preparation of financial statements in accordance with GAAP, and instead relies, in part, on its external auditors for assistance with this task.

The government has evaluated the cost vs. benefit of establishing internal controls over the preparation of financial statements in accordance with GAAP, and determined that it is in the best interests of the government to outsource this task to its external auditors, and to carefully review the draft financial statements and notes prior to approving them and accepting responsibility for their content and presentation.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control. We believe that the deficiencies described above are material weaknesses.

This communication is intended solely for the information and use of the Board and others within the organization. This restriction is not intended to limit the distribution of the report, which is a matter of public record.

BAIRD, COTTER AND BISHOP, P.C.

Baird, Cotter & Bishop, P.C.